



IT SERVER MANAGER

Wofford College invites applications for an experienced IT server manager to implement and administer a diverse array of servers, functional storage systems and scalable data processing systems to meet the needs of the college's technology environment.

This is a full-time, 40 hours per week, exempt position, and normal working hours are 8:30 a.m. to 5 p.m. Monday through Friday. Contingent upon office projects or campus needs, occasional evening and weekend hours will be required.

RESPONSIBILITIES:

- Design, implement and support server and storage hardware systems appropriate for the college's data processing environment.
- Install, configure and maintain systems with a variety of operating systems and platforms.
- Implement systems that provide a high level of data accessibility, reliability and security.
- Collaborate and coordinate with other ITS individuals and team members in the process of implementing and administering the system environment.
- Provide insight and contribute comprehensive ideas to develop strategies for migrating services to off-site platforms.
- Track and maintain detailed documentation/reporting of all systems, licensing and processes.
- Respond to end-user and application manager support requests and change management systems.
- Other related duties as appointed, elected or assigned, including attending trainings, seminars and conferences, not only to network and stay abreast of current industry trends, but also in efforts for ongoing and continued professional and personal development.

QUALIFICATIONS:

A degree in an ITS-related field of study; minimally five years of experience in server, storage and/or virtualization; and experience in Windows Server and VMWare administration are required for appointment.

Highly desired trainings or skillsets include:

- Linux system administration.
- Management of Microsoft Cloud services.
- Active Directory administration.
- Microsoft Systems Center administration.
- Data storage architecture and administration.
- VEEAM data back-up administration.
- Windows Certificate Infrastructure.
- Domain Name Service administration.
- ITIL best practices, including change management.

The successful candidate will have in-depth knowledge and understanding of server hardware: CPU, cores and processors, RAM, cache, power supplies, storage systems, network connectivity and related areas. S/he will have effective organizational, time and workflow management skills to adhere to strict timelines. S/he will be action-oriented and experienced in performing technical work with tact, discretion and diplomacy in efforts to provide a high level of customer service. The need to be flexible, while at same time have effective communication skills in working with and servicing a diverse population of students, faculty and staff, will prove valuable in this role.

APPLICATION:

Application materials should be submitted in a single email to itsjobs@wofford.edu using the subject line "Wofford Server Manager Search Submission." Application materials include: (1) letter of interest that explains how you meet the required qualifications, trainings and skillsets for this role, (2) current resume and (3) names and contact information for two to four professional references.

Applications will be accepted until the position is filled. For assured consideration, all required application materials must be received by October 10, 2021.

Salary offered will be commensurate with experience. Wofford College provides a competitive benefits package, including employer contribution to retirement savings, employer premium contribution to comprehensive major medical insurance, disability insurance and other accompanying fringes.

ABOUT WOFFORD COLLEGE:

Wofford College, established in 1854, is a private liberal arts residential college located a few blocks north of downtown **Spartanburg**, South Carolina. Wofford offers 27 major fields of study to a student body of 1,764 undergraduates and is nationally known for the strength of its academic program, outstanding faculty and study abroad participation. Wofford is home to one of the nation's 290 Phi Beta Kappa chapters. The college community supports 19 NCAA Division I athletics teams and numerous **student organizations**, including honor societies, professional organizations, faith-based organizations, club sports and three publications.

Wofford's priorities increasingly reflect commitments to diversity, inclusivity and coalition building. Created in the spring of 2015, the President's Diversity, Equity and Inclusion Committee has executed the recommendations of Wofford's 2014 Strategic Vision Plan: to increase the diversity of students, faculty and staff; to support programming and policy geared toward equity; and to link its investment in diversity to sustainable partnerships with the Spartanburg community. Working alongside Wofford's Center for Community-Based Learning, the committee has helped Wofford restructure campus leadership; develop diversity training for faculty and staff; increase geographic, racial, ethnic, socioeconomic and LGBTQ+ representation; and increase funding for diversity-related programming.

EEO STATEMENT:

Wofford College values diversity within our students, faculty and staff, and strives to recruit, develop and retain the most talented people. Wofford College does not discriminate in employment on the bases of race, color, creed, religion, sex, (including pregnancy, childbirth or related medical conditions, including but not limited to lactation), sexual orientation, transgender status, gender identity, age, national origin, disability, veteran status or any other legally protected status in accordance with applicable federal, state and/or local laws.

It is the policy of Wofford College to provide reasonable accommodations. If you require an accommodation to participate in any part of the hiring process, please reach out to HumanResources@Wofford.edu.

TITLE IX COMPLIANCE:

Wofford College is committed to providing an educational and work environment, including programs and activities, that is free from discrimination, harassment and retaliation. In compliance with Title IX of the Education Amendments of 1972, Wofford College does not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of sex.

Inquiries related to the application of Title IX at Wofford College can be made as follows:

Wofford College

Matthew Hammett
Director for Civil Rights, Title IX Compliance and Student Risk Assessment
Title IX Coordinator
429 North Church Street
Snyder House
Spartanburg, SC 29303
864-597-4048
hammettmk@wofford.edu

External Inquiry

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-1100
800-421-3481
OCR@ed.gov
<https://www.ed.gov/ocr>

DISCRIMINATION, HARASSMENT AND TITLE IX REPORTING:

Individuals who experience harassment or discrimination on the basis of their membership, or perceived membership, in a protected class are encouraged to contact Wofford's Title IX coordinator via email, phone or mail at any time or in person during normal business hours. The Title IX coordinator can assist individuals in making a report or formal complaint, connecting with campus and community resources, and accessing support with academics, housing and/or employment.

Individuals may also submit a report through the online Discrimination and Harassment Reporting Form. Reports can be submitted anonymously, but anonymous reports may limit the College's ability to address reports.

All reports will be reviewed and addressed using Wofford's Nondiscrimination and Anti-Harassment Policy and Procedures.